

QUARTERLY STATUS REPORTS - DATA ELEMENTS

Project Status is identified as one of the following:

- Pending Authorization - Is used in the first year of the biennium, when the project authorization is in the second year.
- Awaiting Initiation by Agency - This project has not yet been started. For court facilities, the Project Development Board has not yet been established. For HB 622 institutions, the institution has not yet initiated the project through its internal procedures. For other projects, the agency for which the project was authorized has not yet contacted the Finance and Administration Cabinet.
- PDB Established – The Project Development Board (PDB) has been established, but the project has not yet proceeded to other steps in the construction process. Applicable only to AOC court projects.
- Planning – For court facilities projects, in house activity after PDB established, but prior to A/E selection. For other projects, in-house activity prior to A/E selection; if the project is being financed from restricted, federal, or "other" funds, this category is not to be used until those funds have been awarded or received.
- A/E Selection - From the time the A/E solicitation is issued until A/E contract award is finalized.
- Design/Phase A - Schematic design.
- Design/Phase B - Design development.
- Design/Phase C - Construction document development.
- Bidding - From the time a solicitation for construction bids is issued until the bid closing date.
- Revising/Rebidding – Is used when bids have come in over budget and the project is being redesigned or value engineered or is in the process of being re-bid.
- Awarding Contract - From bid closing date until construction contract is finalized.
- Construction/Multiple Bid Packs - For projects that have multiple bid packages. It is used only after at least one of the bids has been awarded and construction is underway. After all bid packs have been awarded, the Status changes to "In Construction."
- In Construction - From award of construction contract until substantial completion.
- Complete/In Warranty - Certification of substantial completion has been received from the A/E and the contractor warranty period has not yet expired.
- Complete/Closed Out - Project is complete, the warranty period has expired, and the project account has been closed.
- Complete/Not Closed Out - The scheduled closeout date for the project account has been exceeded (13 months after substantial completion), but the project account has not yet been closed.
- Cancelled - A decision has been made that the project will not or cannot be undertaken and if a project account was established, that account has been closed.
- Combined Authorities - Used when combined authorities have been reported to the Capital Projects and Bond Oversight Committee. The project name under which the status is reported will be identified in the comments line.
- Multiple Subprojects - Used if a single project authorization is being implemented as two or more subprojects, each of which should be tracked separately for more accurate status reporting. The status is reported for the individual subprojects.
- Other - Use of this category is explained in the Status Comments field.

Construction Percent Complete is calculated as the construction contract expenditures to date divided by the total construction contract.

Contract Completion Date reflects the substantial completion date in the executed construction contract.

The **Substantial Completion Date (Actual)** is the date on the certification of substantial completion received from the A/E consultant.

The **Comments** field is to provide any further information needed to explain the project status.